

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
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To: FoodShare Wisconsin Employment and Training (FSET)
Handbook Users

From: Shawn Smith, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **FSET Handbook Release 13-01**

Release Date: 04/03/13
Effective Date: 04/03/13

EFFECTIVE DATE

The following policy additions or changes are effective 04/03/13, unless otherwise noted. **Yellow Highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY CLARIFICATIONS

4.14 Employability Plan

The initial Employability Plan (EP) must be developed within the first 3 weeks after enrollment and reviewed/updated at least every ~~6 months~~ **3 months** for the duration of engagement in the FSET program. An EP is a written agreement developed jointly by a participant and his/her case manager. The EP should be a mutually agreed upon plan based on the job seekers strengths, needs and preferences, within the confines of policy and efficient use of funding. Following an assessment, the case manager will work with the participant to determine appropriate FSET activities and related supportive services that may be considered by the participant. The participant has the option of accepting all or any part of these recommendations put forth by the case manager. These agreements can be viewed as the "road map" to employment and self-sufficiency. An EP details a logical series of actions, which becomes a blueprint for change. The EP must be entered in CARES and printed out for the participant to sign every time an EP is created or updated.

Note: Although WPAS states that the duration of the service plan can be "6 months maximum", FSET policy requires that the EP not exceed 3 months in duration.

8.11 Counseling

FSET funding must not be used for activities to address or overcome barriers that would otherwise make a person exempt from work requirements. Although a participant may benefit from counseling or assistance to address legal, AODA, mental health, familial or other related issues, this activity is outside the scope of the FSET program and cannot be funded with FSET dollars.

With the exception of Career Planning and Counseling, other types of counseling have not been federally approved and will not be counted for FSET reports. **FSET funds cannot be used to pay for this activity.**

**8.29 Employment
Preparation and Retention**

These components are federally approved and will be counted for FSET reports. **FSET funds can be used to pay for this activity.**

8.35 Personal/Family Enhancement

These components are not federally approved and will not be counted for FSET reports. **FSET funds cannot be used to pay for this activity.**

8.45 Work Experience (NON ABAWDs)/Workfare (ABAWDs) (WX)

Section Title changed.

8.45.1 Transitional Work Experience

Report this activity for participants who are **job shadowing or learning work skills** in unpaid work experience at a public or not-for-profit business. The Optional Workfare Program at CFR 273.22 is removed and designated at CFR 273.7 as part of FSET Work Registration Program.

Work Experience provides experience or training for participants ~~not able to obtain unsubsidized employment in order to assist them to move to regular employment~~ **with little or no work experience.** Work Experience may also be used as a method to expose a participant to types of work they have expressed interest.

WX is intended to provide participants with an opportunity to learn more about job interests and to practice work habits and skills that are necessary to obtain and succeed in regular employment. Employers are expected to offer real work opportunities with appropriate supervision within an environment that generally replicates that of regular employment, realizing that ~~job coaching and~~ **occasional monitoring** may be needed to help the participant succeed. **Participants that are not capable of obtaining competitive employment and who require job coaching are not eligible to participate in FSET.**

Suggested Formula for Determination of WX Hours

FSET agencies are required to provide Worker's Compensation for all participants in the Work Experience Component. Agencies may purchase the ~~DES/Wausau~~ worker's compensation insurance through the State of Wisconsin.

WX Administration: The W-2 /tribal agency is responsible for identifying, creating and managing WX positions. The agency may contract for all or part of the operations.

WX positions must:

- Replicate actual conditions of work;
- Have responsibilities and expectations similar to **regular** ~~unsubsidized~~ employees to the extent feasible; and
- Have a supervisor. The WX work site supervisor should provide a structured work environment to include close supervision and a willingness to mentor and coach WX participants to succeed in the workplace.

Many of these positions are currently provided through non-profit community organizations in the human services field. Many participants with limited English skills can be placed in ethnic community organizations where they can provide elder services, youth activities and other services to the ethnic community. Similarly, placing people who speak a language other than English in food pantries, clothing centers and government agencies will help make these services accessible to other members of the community. ~~The W-2/tribal agency must ensure that persons placed in positions that require a criminal background check will qualify.~~

Background checks are an allowable FSET expense if required for employment. FSET funding cannot be used for drug testing.